



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF MOTOR VEHICLES

POSITION TITLE: CEA 3, DEPUTY DIRECTOR, INVESTIGATIONS DIVISION

LOCATION: SACRAMENTO

SALARY: \$8030 - \$9296

FINAL FILING DATE: July 17, 2006

DUTIES/RESPONSIBILITIES

Under the direction of the Director, Department of Motor Vehicles, the Deputy Director of Investigations Division is a high administrative and policy influencing position within the Department of Motor Vehicles in which the incumbent's primary responsibility is to manage the Department's investigative function and the rendering of management advice to top level administrative authority. This position is responsible to plan, organize, and direct the Investigators of the Department of Motor Vehicles, as specified in Section 830.3 (c) of the California Penal Code and Section 1655 of the Vehicle Code, who perform the full range of peace officer duties and responsibilities in accomplishing their assignments. This position performs at the top managerial levels of state service and has broad responsibility for policy implementation and extensive participation in policy involvement. The Deputy Director supervises two Deputy Chiefs in the Field Investigations Branch, one Staff Services Manager III in the Administrative Services Branch, and one Supervising Area Commander in the Office of Internal Affairs. Additionally, the Deputy Director informs the Director of sensitive program matters identified as a result of investigative activities and provides information to the department's Public Information Officer for press releases regarding enforcement and regulatory activities.

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DESIRABLE QUALIFICATIONS:

The Deputy Director, Investigations Division, must be thoroughly knowledgeable in all areas under his/her jurisdiction in order to contribute to the attainment of the department's established mission, goals, and objectives.

DESIRABLE QUALIFICATIONS INCLUDE:

- Knowledge of investigative procedures and techniques, rules of evidence, and legal and administrative procedures.
- Knowledge and ability to direct the work of others in investigatory work.
- Knowledge of problem solving in operating a large governmental organization.
- Knowledge of the organization, laws, programs and purpose of the Department of Motor Vehicles.
- Knowledge of the methods of operation in law enforcement agencies in California.
- Knowledge of public administration principles and practices.
- Detailed knowledge of the state's budget process and the development and administration of the department's budget.
- Familiarity with the Department of Personnel Administration's laws and rules and labor contracts and current labor relation policies and procedures used in personnel management's function in state service.
- Demonstrated strong leadership skills.
- Demonstrated decision making ability.
- Demonstrated ability to manage a large multi-functional division.
- Well developed oral and written communication skills.

ADDITIONAL DESIRABLE QUALIFICATION:

Possession of a Management Certificate issued by the California Commission on Peace Officer Standards and Training.

FELONY DISQUALIFICATION:

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to this position.

CITIZENSHIP REQUIREMENTS:

Pursuant to Governmental Code Section 1031(a), in order to be a peace officer, a person must be either eligible to be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program, to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization.)

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All interested applicants must submit:

A standard original State application (Form 678).

A Statement of Qualifications. This Statement of Qualifications is to be a discussion of the candidates' education and experience that would qualify them for this position. The Statement should be no more than two pages in length.

The application and Statement of Qualifications are to be submitted to:

Department of Motor Vehicles - Selection Services Unit

2570 24th Street
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

Or mail to:

Department of Motor Vehicles
Selection Services Unit
P.O. Box 932315 - Mail Station G208
Sacramento, CA 94232-3150

Applications and Statement of Qualifications must be received or postmarked by the final filing date of July 17, 2006.

FILING INSTRUCTIONS

Questions regarding this examination should be directed to Leslie Perry at (916) 657-6325 or CALNET 437-6325 California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All qualified applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

BULLETIN RELEASE DATE: June 23, 2006